

National Fire Academy (NFA) Course Call Tutorial

Thank you for participating in the course call program. This tutorial will help you get familiar with the system and enable you to effectively navigate through the various screens to select your courses for the coming year. During the Course Call “Open” period as communicated by the National Fire Academy, the system enables you to access your dashboard to select course offerings and review as many times as required until you submit your selections. All course offerings as selected prior to your submission are saved to your dashboard.

To access the course call system, go to the following URL:

<http://apps.usfa.fema.gov/nfacourses/>

This will take you to the main NFA Courses home page (image 1).

[USFA Home](#) > [NFA](#) > [Courses, Schedules and Instructors](#)


National Fire Academy Courses, Schedules and Instructors


Search for a Course


Enter Keyword(s) or Course Code

Search »

[Advanced Search](#)

 [On-Campus Schedule »](#)

 [Off-Campus Schedule »](#)

 [On-Line Courses »](#)

INSTRUCTORS/POCS



- | |
|---|
| Instructor Sign In » |
| Course Call Sign In » |
| Training Specialist Sign In » |
| How to Become an Instructor » |
|  Download Bid Package »
(PDF, 286 Kb, Adobe PDF Help) |

Image 1

Under the section labeled "INSTRUCTORS/POCS", selecting the “Course Call Sign In” link will provide a login screen to enter your username/password. You will also notice when the Course Call period is open a “Course Call Open” status is displayed next to the Course Call Sign In >” link.


After you've signed in, you'll see your Course Call Dashboard, either the State POC dashboard (image 2a) or a Regional POC dashboard (image 2b).


Course Call Dashboard (Wisconsin FY 2014)


Signed in as: rbong |  Sign Out

Course Call is Open

FY14 Semester 1
» Deadline: Midnight EST/EDT on Monday, December 31, 2012

 You have **15** days to submit your course call.

 [View and add courses](#)

 [I'm ready to submit my course call now.](#)


NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

Courses


You can select up to **9** total courses (**8** on-campus). Your course requests will be listed below.

Course Coordination Plans (CCPs)

 [Add CCP](#)


Image 2a


Course Call Dashboard (Region 5 FY 2014)


Signed in as: rbong |  Sign Out

Course Call is Open

FY14 Semester 1
» Deadline: Midnight EST/EDT on Thursday, January 31, 2013

 You have **28** days to submit your course call.

 [View and add courses](#)

 [I'm ready to submit my course call now.](#)

NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [6- and 10-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 235 Kb\)](#)

[Adobe PDF Help](#)

Courses

You can select up to **4** total courses. Your course requests will be listed below.

Image 2b

Under the “Navigation” section, you’ll find links to the “Dashboard”, “View and Add Courses” and “Course Downloads”. The “Dashboard” link is provided to navigate back to the dashboard when selecting course offerings or to review course downloads. The “View and Add Courses” link enables the "State POC" (if you represent a state office) or "Regional POC" (if you represent a region) to select course offerings for the submission period. The “Course Downloads” function is not yet complete. When it is (later this year), you will have access to a wide-variety of instructor guides/student materials – all downloadable. In the section below the “Course Call Dashboard (State FY 201X)” or “Course Call Dashboard (Region X FY 201X)” you'll find course call open and close dates, as well as how many days you have left to submit your courses.

Adjacent to the Course Call Dashboard title you will see a fiscal year displayed and enabled as a link. This feature will enable you to select either new course offerings by default for the fiscal year when Course Call is “Open” or review course selections from previous fiscal year submissions. By selecting the fiscal year link, you will be provided a listing of fiscal years. To review a fiscal year’s history of previously submitted Course Calls, select a fiscal year or “2013” (image 3) as an example.

Select Course Call

Select State Course Call



Signed in as: mportnoy |  Sign Out

NAVIGATION

[Dashboard »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

Image 3

Clicking on “2013” brings up the Course Call Dashboard with FY2013 within the Course Call Dashboard title. Courses as submitted for “2013” are now displayed on the dashboard (image 4).

Course Call Dashboard (Alaska FY 2013)

Signed in as: jpet |  Sign Out

Course Call is Open
FY14 Semester 1
» Deadline: Midnight EST/EDT on Friday, December 7, 2012
✓ You submitted your course call on January 20, 2012.

NAVIGATION

[Dashboard »](#)

[Course Downloads »](#)


DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

Courses

Your course requests are listed below with their status:

**Pending:**
This course date has not been reviewed yet.

Accepted:
This course date was accepted and scheduled.

Rejected:
This course date could not be scheduled and was not accepted.

Cancelled:
This course date was accepted and scheduled, but was later cancelled for some reason (e.g. low enrollment).


Course	Delivery	Dates / Location	Status
F803 - Leadership I for Fire and EMS: Strategies for Company Success Management Science  End-of-Course Evaluations	2-Day Off-Campus	10/20/2012 - 10/21/2012 CCFR Juneau, AK	Accepted

Image 4

To begin selecting course offerings for the next fiscal year, select the fiscal year link in the Course Call Dashboard title (Image 5). Clicking on “2014” brings up the Course Call Dashboard with FY2014 within the Course Call Dashboard title (image 6) with this example.

[USFA Home](#) • [NFA](#) • [Course Call Dashboard](#) • [Select Course Call](#)

Select Course Call

Signed in as: jpet |  Sign Out

Select State Course Call

State

Fiscal Year

Alaska ▼

FY 2014 ▼

Select Fiscal Year Cancel

NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

Image 5

Course Call Dashboard (Alaska FY 2014)


Signed in as: jpet |  Sign Out

Course Call is Open

FY14 Semester 1

» Deadline: Midnight EST/EDT on Friday, December 7, 2012

 You have **5** days to submit your course call.

 [View and add courses](#)

 [I'm ready to submit my course call now.](#)

NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)


Courses

You can select up to **9** total courses (**8** on-campus). Your course requests will be listed below.

Image 6

To begin selecting course requests, click the "View and Add Courses" link to view the course catalog (image 7).

View and Add Courses

Signed in as: jpet |  Sign Out

You have **9** course requests remaining (**8** on-campus).

Course Code	Course Name
<input type="text"/>	<input type="text"/>
Curriculum	Delivery
- Any Curriculum -	- Any Delivery -
Filter »	

NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

127 results for criteria: *All Courses*





Code	Course	Delivery	Add Course
F121	Politics and the White Helmet <i>Executive Development</i>	2-Day Off-Campus	 Add Course
F142	Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	 Add Course
F144	Department Wellness Coordinator <i>Responder Health and Safety</i>	2-Day Off-Campus	 Add Course
F146	Emergency Medical Services: Management and Administration for Company Officers <i>Emergency Medical Services</i>	2-Day Off-Campus	 Add Course

Image 7


This screen contains a filterable list of the courses you can select. You can search for a specific course by name or course code, or filter only courses with a specific curriculum or delivery type. The “Filter” feature once utilized will need to be reset since the application remembers the last filtered search. You can also browse the course catalog by using the page navigation at the bottom of the screen. Selecting the Course title or the Course Code will present the user with the course detail screen. The course detail screen displays course information such as description, curriculum, selection criteria, and more. When the review of the Course Description is complete, select the “Back” button to return to your dashboard.

Adding an Off-campus course offering -

To select and add an Off-campus course offering, search for the course offering and select “Add Course”. If the selection is the user’s first selection, the application will present the “Add Course Coordination Plan (State FY201X)” screen to capture the Course Coordination Plan for the course (Image 8).

USFA Home • NFA • Course Call Dashboard • Add Course Coordination Plan

Please fill out a Course Coordination Plan before adding this off-campus offering.

Signed in as: jpet |  Sign Out

Add Course Coordination Plan (Alaska FY 2014)

Classroom Site

Name of Building

Address 1

Address 2 (Optional)

City

State

NAVIGATION

- Dashboard »
- View and Add Courses »
- Course Downloads »

DOWNLOADS (PDF FORMAT)


-  2-Day Advance Information Packet for Instructors and Course Sponsors (PDF, 72 Kb)
- Adobe PDF Help

Image 8

Once the population of the Course Coordination Plan (CCP) is complete and any errors as identified are resolved, select “Add Course Coordination Plan”. The application will then proceed to the next step, which will request the user to enter a “Start Date” and an “End Date” for the course offering the CCP information just captured (Image 9). The course Start and End dates must fall within the course call fiscal year otherwise the application will error out and request the dates be within the open Course Call fiscal year.

USFA Home • NFA • Course Call Dashboard • Add Course Request

Course coordination plan added.

Signed in as: jpet | Sign Out

Add Course Request (Alaska FY 2014)

Code: F209
Course: Courtroom Preparation and Testimony for First Responders
Delivery: 2-Day Off-Campus

Please specify the dates and CCP for this course request.

Start Date	End Date
<input type="text" value="10/4/13"/>	<input type="text" value="10/5/13"/>

Course Coordination Plan

[Cancel](#)

NAVIGATION

- Dashboard »
- View and Add Courses »
- Course Downloads »

DOWNLOADS (PDF FORMAT)

- 2-Day Advance Information Packet for Instructors and Course Sponsors (PDF, 72 Kb)
- [Adobe PDF Help](#)

Image 9

If you've selected any additional off-campus course selections, you will need to fill out one or more CCPs (Course Coordination Plan) to specify the location of the courses and the appropriate contacts required at the location.

It is recommended that as a State or a Regional POC, all Course Coordination Plans for the different off-campus training locations be inserted prior to continuing to select off-campus course offerings. If not, all course offerings as selected will default to the initial CCP populated into Course Call and as the administrator you will be required to modify each course offering to reflect the correct CCP.

You can create as many CCPs as required for your course selections. You can also use the same CCP for several different courses if, for instance, they are all being held at the same training location. Once you've created a CCP, you can assign that CCP to a different course by selecting the “Course Coordination Plan” pulldown and add the selection to the course offering (Image 9).

As you create two or more CCPs you can then change which CCP a particular course offering is assigned by selecting the “Course Coordination Plan” pulldown when adding the course offering.

To create additional Course Coordination Plans, select the "Add CCP" link below the course offering section (image 10). The application will present to the user the “Add Course Coordination Plan (State FY201X)” screen to capture additional the Course Coordination Plans as seen in Image 8.

Course Coordination Plans (CCPs)

[+ Add CCP](#)

Building	Location	Delete
Hyatt on Main	Green Bay, WI	In Use

Image 10

Adding an On-campus course offering -

As with the Off-campus course offerings, one example to filter for state weekend courses, the user can insert a “w” into the Course Code field and select “Filter”. This will present the user with all state weekend courses for review without paging through all “F” courses (Image 11).

[USFA Home](#) • [NFA](#) • [Course Call Dashboard](#) • [View and Add Courses](#)

View and Add Courses

Signed in as: tommy | [Sign Out](#)

You have 9 course requests remaining (8 on-campus).

Course Code	Course Name
<input type="text" value="w"/>	<input type="text"/>
Curriculum	Delivery
- Any Curriculum -	- Any Delivery -

[Filter »](#) [Reset Filter](#)

NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

[2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)

[Adobe PDF Help](#)

63 results for criteria: w


Code	Course	Delivery	Add Course
W121	Politics and the White Helmet (Course available only during NFA Sponsored State Weekends) <i>Executive Development</i>	2-Day On-Campus	+ Add Course
W142	Residential Sprinkler Plan Review (Course available only during NFA Sponsored State Weekends) <i>Fire Prevention: Technical</i>	2-Day On-Campus	+ Add Course
W144	Department Wellness Coordinator <i>Responder Health and Safety</i>	2-Day On-Campus	+ Add Course

Image 11

When selecting the first On-campus course selection, the application will present a “Select Two-Day On-Campus Dates (State FY 201X)” screen to select Primary and Alternate dates for the On-campus course offerings (Image 12).

USFA Home * NFA * Course Call Dashboard * Select Two-Day On-Campus Dates

Please select a two-day on-campus date to complete this course request.

Signed in as: tommy |  [Sign Out](#)

Select Two-Day On-Campus Dates (Massachusetts FY 2014)

Please select one primary and two alternate dates for your on-campus courses. These dates will be submitted as part of your course call.

NOTE: Due to scheduling conflicts, your final on-campus date may not be one of the three options you select. You can check your dashboard any time to see your currently scheduled date.

Primary On-Campus Date
- Select a Date -

Alternate On-Campus Date #1
- Select a Date -

Alternate State On-Campus Date #2
- Select a Date -

[Select Dates](#) [Cancel](#)

NAVIGATION

- [Dashboard »](#)
- [View and Add Courses »](#)
- [Course Downloads »](#)

DOWNLOADS (PDF FORMAT)


-  [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 kb\)](#)
- [Adobe PDF Help](#)

Image 12

For On-campus course selections, please select your Primary and Alternate Dates. Once complete, select “Select Dates”, which will assign the course offering to the dashboard with the Primary Date and enable the user to continue selecting courses. The Primary date will be used for all on-campus courses the user has chosen for Course Call. Once you have made your selections return to the dashboard, where you can review the On-campus selections you've made.

By selecting the “Dashboard” link in the Navigation section, the user will see the state weekend course selected with the Primary and Alternate Dates displayed for reference (Image 13).


Course Call Dashboard (Massachusetts FY 2014)


Signed in as: tommy |  [Sign Out](#)

Course Call is Open

FY14 Semester 1

» Deadline: Midnight EST/EDT on Thursday, January 31, 2013

 You have **30** days to submit your course call.

 [View and add courses](#)

 [I'm ready to submit my course call now.](#)


NAVIGATION

[Dashboard »](#)

[View and Add Courses »](#)

[Course Downloads »](#)

DOWNLOADS (PDF FORMAT)

 [2-Day Advance Information Packet for Instructors and Course Sponsors \(PDF, 72 Kb\)](#)


[Adobe PDF Help](#)

Courses


You can select up to **8** more courses (**7** on-campus).

Your course requests are listed below:

- To change an off-campus course date or CCP, click the link in the **Date/Location** column.
- To increase or decrease a course's priority, click the up or down arrow in the **Priority** column.

Priority	Course	Delivery	Dates / Location	Delete
	W121 - Politics and the White Helmet (Course available only during NFA Sponsored State Weekends)	2-Day On-Campus	11/9/2013 - 11/10/2013 Emmitsburg, MD	 Delete
	<i>Executive Development</i>			

Two-Day On-Campus Dates

 [Select Two-Day On-Campus Dates](#)

Primary Date: 11/9/2013

Alternate Date #1: 11/17/2013

Image 13

You may have noticed arrows on your dashboard. These arrows let you change the priority of the courses you've requested. Higher courses have higher priority than lower courses. The priority order helps the NFA staff choose which courses to offer in cases where they cannot offer all the courses you've selected (image 14).

You can delete course requests from your dashboard at any time by clicking the red "-" button under the "Delete" column.

- To increase or decrease a course's priority, click the up or down arrow in the **Priority** column.

Priority	Course	Delivery	Dates / Location	Delete
	F209 - Courtroom Preparation and Testimony for First Responders <i>Arson</i>	2-Day Off-Campus	10/3/2013 - 10/4/2013 Hyatt on Main Green Bay, WI	Delete
	F290 - Training Operations in Small Departments <i>Training Programs</i>	2-Day Off-Campus	11/9/2013 - 11/10/2013 Volk Field Conference Center Camp Douglas, WI	Delete
	F121 - Politics and the White Helmet <i>Executive Development</i>	2-Day Off-Campus	10/3/2013 - 10/4/2013 Hyatt on Main Green Bay, WI	Delete
	F344 - Methods of Enhancing Safety Education <i>Fire Prevention: Public Education</i>	2-Day Off-Campus	12/7/2013 - 12/8/2013 Volk Field Conference Center Camp Douglas, WI	Delete
	F290 - Training Operations in Small Departments <i>Training Programs</i>	2-Day Off-Campus	1/18/2014 - 1/19/2014 Volk Field Conference Center Camp Douglas, WI	Delete
	F455 - Strategy and Tactics for Initial Company Operations <i>Incident Management</i>	2-Day Off-Campus	2/8/2014 - 2/9/2014 Hyatt on Main Green Bay, WI	Delete
	F803 - Leadership I for Fire and EMS: Strategies for Company Success <i>Management Science</i>	2-Day Off-Campus	3/22/2014 - 3/23/2014 Hyatt on Main Green Bay, WI	Delete


Image 14

Once you have selected your course offerings, the application removes the ability to add course offerings. For instance, on the dashboard, in the Course Call status box, the “View and Add Courses” selection is no longer present (image 15a) and secondly, the “Add Course” designation is removed from the “View and Add Courses” link (image 15b).

Course Call Dashboard (Wisconsin FY 2014)

Course Call is Open

FY14 Semester 1
 » **Deadline: Midnight EST/EDT on Thursday, January 31, 2013**

 **You have 30 days to submit your course call.**


 **[I'm ready to submit my course call now.](#)**

Image 15a


Code 	Course	Delivery	Add Course
F121	Politics and the White Helmet <i>Executive Development</i>	2-Day Off-Campus	-
F142	Residential Sprinkler Plan Review <i>Fire Prevention: Technical</i>	2-Day Off-Campus	-
F144	Department Wellness Coordinator <i>Responder Health and Safety</i>	2-Day Off-Campus	-
F146	Emergency Medical Services: Management and Administration for Company Officers <i>Emergency Medical Services</i>	2-Day Off-Campus	-

Image 15b

Once you are ready to submit your Course Call selections, select the “I’m ready to submit my course call now.” link on your dashboard (image 16a) and the application will then provide you with the “Are you Sure” screen. (image 16b)

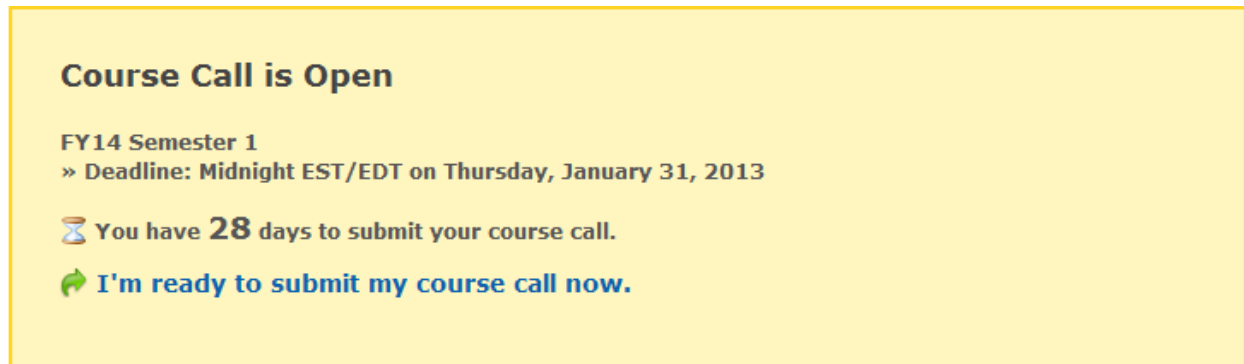


Image 16a

Submit Course Call



Image 16b

Make sure you are ready to finalize your submission, if unsure, select the “No, I don't want to submit yet”. If you are ready to submit, select “Yes, submit my course call” link. Once you've submitted your request, you can return to your dashboard. Please Note: After you submit your course call request, you can no longer select new courses or make any changes. You will however still be able to view your courses, course detail information, and CCPs. You will also see the disposition of your course selections (image 17).

Your course requests are listed below with their status:



Pending:
This course date has not been reviewed yet.

Accepted:
This course date was accepted and scheduled.

Rejected:
This course date could not be scheduled and was not accepted.

Cancelled:
This course date was accepted and scheduled, but was later cancelled for some reason (e.g. low enrollment).

Course	Delivery	Dates / Location	Status
F121 - Politics and the White Helmet <i>Executive Development</i>	2-Day Off-Campus	10/3/2013 - 10/4/2013 Hyatt on Main Green Bay, WI	Pending
F344 - Methods of Enhancing Safety Education <i>Fire Prevention: Public Education</i>	2-Day Off-Campus	12/7/2013 - 12/8/2013 Volk Field Conference Center Camp Douglas, WI	Pending
F290 - Training Operations in Small Departments <i>Training Programs</i>	2-Day Off-Campus	1/18/2014 - 1/19/2014 Volk Field Conference Center Camp Douglas, WI	Pending
F455 - Strategy and Tactics for Initial Company Operations <i>Incident Management</i>	2-Day Off-Campus	2/8/2014 - 2/9/2014 Hyatt on Main Green Bay, WI	Pending
F803 - Leadership I for Fire and EMS: Strategies for Company Success <i>Management Science</i>	2-Day Off-Campus	3/22/2014 - 3/23/2014 Hyatt on Main Green Bay, WI	Pending



Image 17

As NFA processes your request, the disposition of your course requests will change from "Pending" to "Accepted". As awards go out, you will be able to view information on the instructors that have been awarded your courses from your dashboard. The instructors' names will appear under the names of your courses (image 18a). Select an instructor name to view their detail information and biography (image 18b).

F290 - Training Operations in Small Departments	2-Day Off-Campus	10/6/2012 - 10/7/2012	Accepted
Training Programs		Volk Field Conference Center Camp Douglas, WI	
 John Thach (Instructor)			
 End-of-Course Evaluations			

Image 18a

Instructor Profile & Biography: John Thach

 Print |  Close Window

Profile

Email	jt@thachweave.xyz
Organization	Captain Pine Bluff Fire and Rescue
Phone	123-555-9512
Location	123 Pinewood Derby Street Pine Bluff, AR, 11111-1234

Biography

Close this Window

Image 18b

If you have forgotten your password, select on the sign-in page, “Forgot Password” link (image 19).

[USFA Home](#) > [NFA](#) > [Course Call Sign In](#)

Please sign in.

Please Sign In

Please enter the username and password you were provided for accessing the site.

Username or Email Address

Password

[Forgot your Password?](#)
[Cancel](#)

Image 19

Clicking on the “Forgot your Password” link presents the “Request Password Reset” page (image 20) to you.

[USFA Home](#) > [NFA](#) > Course Call Password Reset

Request Password Reset

Enter your username or email address to receive an email containing your password reset instructions.



Image 20

Insert your userid or email to retrieve a link to reset the password. Select “Send Reset Email”, which will have the page refresh and present you with the status message stating an email has been sent with password reset instructions (image 21).

[USFA Home](#) > [NFA](#) > Course Call Sign In

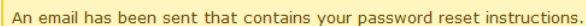


Image 21

From a second browser window, access the email account that was utilized when asked for email within the “Retrieve Your Password” page. Retrieve the URL within the email and open the link within the email or cut and paste the URL link into your browser.

By selecting the URL, the “Reset Password” page should be displayed (image 22).

[USFA Home](#) > [NFA](#) > [Course Call Reset Password](#)

Reset Password

Enter your new password

Confirm your new password

Random Password: V0s@J6h,

DHS Password Requirements

- Between **8** and **14** characters
- At least **4** alphabetic characters
- At least **2** lower-case letters
- At least **2** upper-case letters
- At least **2** numbers
- At least **1** punctuation/symbol character
- Different from your last **24** passwords
- Cannot end with a number
- Cannot have the same character twice in succession

[Reset Password](#) [Return to Sign-In](#)

Image 22

Insert a new password with the appropriate syntax as provided by the “DHS Password Requirements” example and then select “Reset Password”. Once you have inserted the new password and selected “Reset Password”, the page will refresh to the Sign-in page (image 23). Insert your userid and new password to access the Course Call dashboard.

[USFA Home](#) > [NFA](#) > [Course Call Sign In](#)

Your password has been reset.

Username or Email Address

Password

[Sign In](#) [Forgot your Password?](#) [Cancel](#)

Image 23

If you experience an expired userid, you will have been directed to contact the National Fire Academy. Once you have been notified your userid has been refreshed, please follow the “Request Password Reset” process to reset your password.

That concludes this tutorial. If you have any questions or comments, please direct them to FEMA-NFA-OutreachTraining@fema.dhs.gov